



Raleigh Fire Department
Office of the Fire Marshal
310 West Martin Street, Suite 200
Raleigh, NC 27602
Phone (919) 996-6392 - Fax (919) 831-6180
www.raleighnc.gov



Tent Permit Application

SUBJECT PROPERTY

Total number of Tent or Air-Supported Structures.

Permit Fee: [Click Here](#)

Tent(s) in Excess of 15,000 sq. ft.

Permit Fee: [Click Here](#)

Note: Tent permit submittals shall be 10 business days in advance of the event. Zoning approval for the tent is required if erected for more than 24 hours. Tent site plans are required with this submittal and must accompany flame certificates for each.

Name of Event:

Event Address/ Location:

Tent Company:

Phone & Fax:

Name of Location of Tent:

Type of Event:

Set-up Date:

Event Date & Times:

Distance to Buildings:

Size of Tent/ Canopy:

Electrical Contractor Name:

Contractor Phone:

On-Site Event Contact:

On-Site Tent Contact:

Desired Date For Inspection & Time:

Payment for permits will be invoiced directly to the tent vendor

For obtaining permits located on state owned property contact:

For Questions call: 919-996-6392

City of Raleigh

Office of the Fire Marshal

310 W. Martin Street, Suite 200

Raleigh, NC 27602

fireprevention@raleighnc.gov

An on-line request can be submitted with all supporting documentation for a tent permit. Please go to: www.raleighnc.gov/fire

NC Department of Administration

State Construction, New Education Building

301 North Wilmington Street, Suite 450

Raleigh, NC 27601

Phone: 919-807-4100

<http://ncadmin.nc.gov/document/tent-permit>

TENT PROCEDURAL CHECKLIST

Please indicate if application is for:

☐ Tent

☐ Air-Supported Structure

Applicants Name

Phone

Applicants Address

Address where erected

TENT VENDOR INFORMATION

Tent Company Name:

Corporate Name:

Web Site Address:

Mailing Address with Suite #:

State & Zip:

Business Phone:

Business Fax:

Other Phone:

Business Owners Name:

E-mail:

Mobile:

Company Manager Name:

E-mail:

Mobile:

STEP 1: ZONING APPROVAL ☐ Approved (If erected more than 24 hours)

Signature _____ Date: / /
Planning Department Representative

STEP 2: CONSTRUCTION PERMIT

Electrical: Is a temporary electrical service provided to the tent? (electrical permit required)

☐ Yes ☐ No

Plans required for permit for bleachers.

Permit for Bleachers ☐ Required

STEP 3: TENT PERMIT ☐ Required ☐ Not Applicable

If Required ☐ Tent Permit Application Filled Out

☐ Site Plan Attached

☐ Safety Checklist Attached

PLANS SUBMITTAL

☐ Tent Permit Packet Complete

☐ All Fees Paid

TENT PERMIT PROCEDURES

The purpose of this procedure is to guide the customer through the application process. The attached "Procedural Checklist" serves as a sign-off sheet for the permit approval process.

WHEN IS A PERMIT REQUIRED?

If you are erecting a tent in excess of 400 square feet, or any air-supported structure, you must obtain a tent permit from the Fire Marshal's Office. You are required to submit construction documents including a detailed site and floor plan for tents, canopies, or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. This must be submitted TEN days prior to the event. If you have not already done so, you may use the "tents/canopy permit checklist" to prepare your plans.

DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent, or other temporary membrane structure, you will need to talk with various City departments. Zoning (919) 516-2555, Electrical Permit (919) 516-2150.

STEP 1: (Zoning) first, you will need to talk to a Zoning representative to determine if the tent/canopy or air-supported structure can be erected at the proposed location. If the Zoning Ordinance allows such temporary structure(s) to be erected at the proposed location, the Planning Department representative will sign off on the "Tent Procedural Checklist". If the Zoning Ordinance does not allow the temporary structure(s) to be erected at a given location, you will need to talk with a Planning Department representative about the possibility of obtaining a Use Permit, or you will need to consider relocating the temporary structure(s) to a site where the zoning is appropriate. All tents that will be erected for longer than one day require a zoning permit. The phone number for the zoning department is 919-516-2555.

STEP 2: (Construction) If, any electrical service is to be provided for the tent, you must use a licensed electrical contractor and obtain an electrical permit for installation. You will need to talk with a staff member in the electrical section. This requires field inspection and approval prior to the event. The fire department will not issue a tent/canopy permit without an electrical inspection. If there is no electrical service, mark the "No" box under the Electrical Permit section of the "Tent Procedural Checklist". Bleachers will be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers.

STEP 3: (Tent Permit and Plans Submittal) each tent permit packet will be forwarded to a Deputy Fire Marshal who will be handling the issuance of your tent permit. He or she will review the submitted information and contact you if additional information is required. Once the submittal has been approved, the fire department will contact you to arrange for an on-site inspection. All applicable fees will be invoiced at the actual site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.

OFFICIAL USE ONLY

Payment Received:	Check#	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash
Date Received:	Received By:		